

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF AUGUST 18, 2009 MEETING

Convened: 6:30 p.m.

Present: Jeffrey Bryan  
Jane Byrne  
David Menter  
George Waldron

The Board met and reviewed payroll, accounts payable, and signed the register. The Board reviewed and signed the recreation manifest.

Jonathan Ellis was in to present the weekly Treasurer's report.

The Board reviewed the minutes of the 8/4/09 meeting. Byrne made a motion, seconded by Waldron, to approve the minutes. Byrne asked that the last paragraph of pg. 3 be changed to reflect that Robinson gave Julie the title application for the new cruiser, not the title. Julie said she believes it was the actual title, but will double check before making any amendments to the minutes. Bryan, Waldron and Byrne voted in favor of the minutes, with the amendment if necessary, Menter abstained.

Kathy St. Hilaire was in to meet with the Selectmen regarding a couple of recreation items:

1. Exeter HS Varsity Football Team is asking to have the \$70 fee waived for use of the BCC for a carbo-night on a Wednesday night in September for approximately 35 people. St. Hilaire reported that the team includes a lot of Brentwood kids. In addition, she noted that the school allows us to use the Exeter and SAU gyms during the winter season and we only have to pay a janitor fee. All were in favor of waiving the fee.
2. The Recreation Commission has met with the road agent regarding expanding the perimeter road and creating an additional parking area. It would involve cutting down a few trees and using the existing dirt to accomplish this. They are all in agreement about having this done and are now looking for the Selectmen's approval to go ahead with it. Demeritt, highway dept employee, indicated that he was planning to do the work on non-work hours. Following some discussion about liability, the Board agreed to have the work done and they would like it done during regular work time.

Gil Tuck, building inspector, was in with the following building permits:

- Tarrington Tank & Equipment would like to replace the Commerce Park sign and turn it so it's more visible from Rte. 125. The Board did not sign the permit as they would like more clarification on the exact location of the sign as there are very specific guidelines for signage in that area.
- Richard & Barbara LaValley would like to put a bedroom over the garage. Their current septic system is approved for 4 bedrooms. The addition of this bedroom would make 5 but it is their intention to convert the bedroom on the 3<sup>rd</sup> floor to an office or playroom, thus remaining at 4 bedrooms.
- Debbie Flagg of 240 Rte 125 is replacing an existing 4x4 deck with a 4x8 deck.

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- Brentwood Management Corp of 25 Pine Road to replace roof trusses.

The Selectmen opened the bids for the M37 Forestry. 11 bids were opened and read. Byrne made a motion to award the vehicle to high bidder Steve Kaneb at \$4,000. Waldron seconded the motion; all voted in favor.

Fire Chief Kevin Lemoine reported that they have studied the pumper/tanker bids. They have thrown out 2 of the bids as they didn't meet the specs. It is their recommendation to go with KME at \$417,000 including upgrades. Lemoine explained that the price may change when they sit down with KME and go through everything. Byrne said she is uncomfortable accepting a bid and then playing with it afterward. She continued that if the specs are done right you don't have to change anything after the bid. Lemoine explained that they had specs with options. Lemoine explained that there is about \$228,000 in the capital reserve fund, \$80,000 will come from the ambulance revolving fund, and he's wondering if a lease/purchase will be entered into for the remainder. The Selectmen asked Julie to check into the possibility of this where the warrant article read that the remainder will be raised through taxation. Menter made a motion to purchase the pumper/tanker from KME, seconded by Byrne. All voted in favor. Byrne asked Lemoine if he thought they would expend the entire \$460,000. He said he believes he will.

Elyse Seeley was in to update the Board on the Budget Committee's 8/17 meeting. They are planning to do some field trips in October to visit the different departments and facilities including recreation, library, school, etc. and get an update on operations, capital projects, emergencies, and so forth. Seeley invited the Selectmen to attend. It will be scheduled on a Friday. Seeley inquired when the Board usually starts reviewing budgets. It was explained that the budget information usually goes out mid September and budget reviews begin mid October. Seeley presented the Board with a draft letter that would go to all departments from the Selectmen and Budget Committee regarding the upcoming budget season. The Board said they would like an opportunity to review the letter and give it some thought before sending it out. They will discuss it at their 9/1/09 meeting. Seeley's hope is that the letter will go out before the Selectmen start meeting with the departments.

Wayne Robinson, road agent, gave the bill for the signs that were put up at the highway shed to Julie. He's not sure where that is getting paid from. The Selectmen will determine where to pay this from. Mitchie Construction is almost done with their plan for the South Rd Bridge and wants to meet on September 4<sup>th</sup> at 1pm at the bridge to discuss their plan. Bryan & Byrne said they will attend. On another note, Wayne has sent the paperwork into Morton Salt. The price is \$54+ and last year it was \$58+ so that is good news. He'll report about sand prices at the next meeting.

Wayne Robinson, as police chief, reported that Jesse Pimental submitted his 2 week notice on 8/9/09. He is all done this Saturday, 8/22. Robinson asked if he can go ahead and fill his position. Bryan explained that his recollection is that there was a full time officer hired when Officer Frotton was in Iraq and that was the only reason they hired

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that full time position. Menter recalled that as well. Lieutenant Roy was in attendance and said that the town voted in all the positions that we have. Waldron asked how long Pimental has been working here. Robinson said he's been here 3 years and 9 months. Byrne inquired if we'd save any money if we don't fill that position. Bryan responded that we would save over \$60,000 if we don't fill it. Byrne then asked how much it would cost to fill vacations for the time that is left. Bryan said without Pimental there will be 5 full time police officers working 40 hours/week and 6 part time officers, which between them work 3 8-hour shifts, for a total of 224 hours of coverage. 24/7 coverage total is 168 hours of coverage needed which still allows for 56 hours of overlapping coverage which could be used for shift change, detective work, etc. Menter inquired how much it would save for the remainder of this year. Julie responded that it would be \$18,500 in savings. Roy asked why we would want to go backwards. Menter explained that times are tough and money is tight and we always have mutual aid in case of emergency. Roy asked if it would be a common courtesy to ask the taxpayers to decide? Menter said that would be the plan; keep the position unfilled until next March's town meeting and let the taxpayers decide if they want to add \$60,000 to the budget for the 6<sup>th</sup> full-time officer. Robinson noted that one reason we added this other officer was because we're pulling all of these other towns over here and that's not really fair. Menter responded that we go to their towns as well. Robinson agreed but continued that we also have the extra guys for the safety of the officers and for the coverage of the town. Menter asked how quickly Robinson would be able to fill that position. He said he could fill it tomorrow; but he's going to do it the right way and start in house. We may have someone interested in house. Bryan said times are tough for a lot of the 4,200 residents in town and if we could try to work it through and see what happens in order to get a budget reduction, the PD may find out it doesn't work that bad. Robinson said that right now he doesn't have the money to send anyone to the academy so he would have to go before the town to try to get the money for that. Roy indicated that there are fully certified officers that he's aware of that would like to come on in Brentwood. Byrne commented that she realizes that we are in difficult economic times, but crime seems to increase when times are tough. Waldron mentioned that towns and cities all over the state are cutting officers. Municipalities are needing to cut back because the taxpayers can't afford their tax payments. Bryan made a motion to keep this position open on a trial basis for the remaining 4 months of the year. We would welcome feedback from the police department at any time. Byrne questioned what it would do to the overtime budget. Bryan said if the scheduling is done properly, we should be able to provide adequate coverage, perhaps using on-call coverage. Menter suggested using more part-timers to fill some shifts. Roy said they already have difficulty scheduling the part-timers due to their full-time jobs. Bryan inquired about the DARE program that Pimental was trained to teach. Roy responded that Denny is still certified for that but if he has to teach over to the school 2 days/week during the DARE program, that will be 2 extra shifts they'll have to try to fill. Roy questions how Detective Frotton will be able to have time to investigate the thefts in town if he has to be on patrol. Byrne wonders if we fill this position, will the PD be able to come in with no increases, level funding, for next year as that is what the budget committee and selectmen are recommending. Bryan mentioned that it is going to be a very difficult budget year with all the state cuts and the unknown state funding for the school. Bryan said this would be a great opportunity to try to save the town's people

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a little bit of money; the selectmen will be open to the PD's feedback. Menter seconded Bryan's motion not to fill the position at this time. Bryan, Waldron & Menter voted in favor, Byrne was opposed. The motion carried to keep the position unfilled on a trial basis.

The Board reviewed the notes:

- We received the plans from Tocky regarding the Crawley Falls/South Rd intersection. She has determined that the Town owns all of that intersection other than 1 little triangular piece that belongs to the Bullocks. Bryan told the highway department that it looks like they are ready to go. The Selectmen reminded the highway department that they will have to extend the Pailes' driveway to meet the new roadway. They said they have already discussed it. The highway department said they will pay the survey bill from the road construction budget.
- Bryan handed out copies of the end-of-the-year school budget for Swasey School.
- The Selectmen will meet with Mr. Webb on 9/29, at the request of the Board of Tax & Land Appeal, in an attempt to settle his abatement appeal.
- We received 5 draft easement deeds for the Crawley Falls Bridge replacement which involve the 4 abutters. These need to be signed by the land owners, Selectmen, and get notarized. Letters have been sent along with copies of the easement deeds requesting that these abutters set up an appointment for the 9/1 meeting so that all parties may sign the deeds. Considering this is an ARRA funded project and there are specific deadlines that must be met, the Board discussed the possibility of having to proceed with a "taking" if any of the parties indicates they will not be willing to sign the easement deeds. Waldron made a motion, with a second from Bryan, to give Julie authority to proceed to work with Town Counsel on a "taking" if need be. All in favor.
- The Municipal Records Committee has met on 2 occasions to discuss personnel records. The committee received feedback from the police chief/road agent and fire chief. For accessibility reasons, the police and fire chiefs would like to continue to maintain their personnel records in their own areas. The committee does recommend the establishment of standards for personnel record retention, i.e. where, locked, who may access, what should/should not be included. LGC is willing to customize a personnel records retention training for the Town and the committee recommends attendance be mandatory for all department heads and anyone else involved in maintaining personnel records. Bryan said he is still of the opinion that all the records should be kept in a locked, central location.
- The idea of increasing membership on the Records Committee was brought up during both meetings. The Board would like Julie to check w/LGC to see if the statute authorizes more members than are called for in RSA 33-A:3.

The Board discussed the proposals for Town Counsel. Input from Glenn Greenwood and Andrew Artimovich was shared. Byrne made a motion that we accept Mitchell Municipal as Town Counsel. Waldron seconded the motion; Bryan, Waldron & Byrne voted in favor. Menter abstained as he was absent for Mitchell Municipal's interview. Letters will be sent to all who submitted proposals.

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One resume was submitted for the Emergency Management Director's position from Richard Murphy who is a town resident. The Board reviewed his resume. Bryan made a motion, seconded by Waldron, to appoint Mr. Murphy to the position of Emergency Management Director. All voted in favor.

The Selectmen would like to have a department head meeting on 9/15/09.

At 8:00 p.m. Waldron made a motion to adjourn. Bryan seconded the motion; all voted in favor.

Respectfully submitted,

Julie Stevens